

INTERMITTENT REFERENCE LIBRARIAN

Location: Reference Department, Main Library

Reports to: Associate Librarian/Reference

Summary: Assists in the provision of quality reference service by providing support for the professional staff during vacations and other staff outages.

General Responsibilities:

Under supervision of the Associate Librarian/Reference Services, provides reference, readers' advisory, and information service to the public in person, on the telephone, or by mail.

Shelfreads the reference collection so as to maintain order and neatness.

Any other duties required for the good of the department and the library.

Required Knowledge, Skills and Abilities:

Liberal arts background with a good, general knowledge of books in many subject areas.

Basic knowledge of library tools and resources.

Adaptability and dependability to work well in a team situation, and flexibility in emergency staffing situations.

Mental curiosity. Attention to detail. Initiative. Resourcefulness. Patience.

Physical Demands: This position requires a lot of foot work and energy. Stooping, reaching, stair climbing are constant elements in the work day. Physical agility and stamina are needed to lift and move library books and other materials.

Schedule: Hours are assigned in the best interest of the department. The schedule may require evenings and Saturdays.

Acceptable Experience and/or Training:

A bachelor's degree from an accredited college. Previous library experience or enrollment in an ALA accredited graduate program in library science.

Salary: \$15.1360 per hour

APPLICATION PROCEDURE: Please submit **2 copies of both** your resume and letter of interest to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139. Fax: (617) 349-4312. Email: employment@cambridgema.gov

Position closes June 16, 2004